

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101 WAKEFIELD
SCHOOL DISTRICT**

Owner: The School Board of Wakefield School District

Project: Winter and Summer Grounds Maintenance

Overview: Wakefield School District invites proposals for the lawn care, landscaping and winter grounds maintenance needed for School District Operations commencing on July 1st 2024 and terminating on June 30th 2027.

Project Contact: Brad Davis
Facilities Manager, SAU #101
76 Taylor Way,
Sanbornville, NH 03872
brad.davis @sau101.org

Due Date: Until 3:00 p.m. local time, on the 1st day of May 2024, the Wakefield School District will receive the original proposal as herein set forth in a sealed envelope marked “Winter and Summer Grounds Maintenance Wakefield School District RFP” at the office of:

School Administrative Unit #101
76 Taylor Way,
Sanbornville, NH 03872

Attn.: Brad Davis

E-mail, fax, or other forms of the proposal will not be accepted. Proposals received after the closing date and time will not be accepted.

NON-APPROPRIATION: In the event that sufficient funds are not appropriated for school the lawn care, landscaping and winter grounds and roof maintenance services in the next succeeding fiscal year, the district may terminate this agreement by written notice within thirty (30) days of adoption of the district budget for the fiscal year in question, and the agreement shall be terminated effective immediately.

REJECTION/AWARD OF PROPOSALS: The School District reserves the right to accept or reject any or all proposals, to negotiate with any or all Bidders, and to waive any informalities in the Request for Proposals process, and to enter into an agreement with the Bidder whom the School District in its sole discretion determines is in the best interest of the School District even

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101 WAKEFIELD
SCHOOL DISTRICT**

though the Bidder may not submit the lowest bid or proposal. Bidders shall be responsible for any and all expenses that they may incur in preparing their proposals.

WITHDRAWAL OF ANY PROPOSALS is prohibited for a period of **one-hundred eighty (180)** days after the proposal due date.

All bidders are required to schedule a pre bid walk through with the Facilities Manager (Brad Davis), prior to submitting a bid

I. GENERAL INFORMATION

1. Wakefield School District is soliciting proposals for the Contract for three years on the Winter and Summer Grounds Maintenance for Wakefield School District as needed for the Paul School located at 60 and 76 Taylor Way, Sanbornville, NH 03872.
2. The School District intends to enter into an agreement effective **May/June 2024** or later for this project. The selection of the Bidder is conditioned upon the successful Bidder signing a contract agreeable to the School District. If the successful Bidder does not sign the contract, the School District may withdraw its offer and select another Bidder.
3. The School District prefers to maintain only one (1) contact person throughout the proposal process. Please appoint one (1) representative of your company with the responsibility for communicating with the School District on all matters related to this Request for Proposal. During this process, all communications must be channeled through the Facilities Manager to ensure proper documentation and dissemination of information.
4. The Form of Proposal and the signature page must be completed in its entirety; failure to do so may render your proposal incomplete and subject to disqualification. All information available regarding this bid is contained within this RFP.
5. The items specified on the Attachments "A, B, and C in this RFP are intended to provide a foundation for a contractual agreement. Your bid should include items, which, in your professional opinion, are needed for the Winter, Summer Grounds and Roof Maintenance. Deviations from the established format may result in disqualification of proposal. Your proposal must clearly indicate any deviations.

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101 WAKEFIELD
SCHOOL DISTRICT**

II. TERMS AND CONDITIONS

1. Wakefield School District reserves the right to solicit additional information from Bidders to determine which Bidder best meets the needs of the School District.
Additional information may include (but is not limited to) past performance records; list of available personnel, plant and equipment; description of work which will be done simultaneously with the School District project; financial statements; on-site tour and evaluation by School District personnel; references, or any other pertinent information. The Wakefield School District also reserves the right to investigate any and all Bidders to determine the Bidder's ability to perform services under the RFP.
2. Successful Bidder agrees to maintain comprehensive general liability insurance, including contractual liability, with limits not less than \$1 million per occurrence and \$2 million aggregate; professional liability with limits not less than \$1 million per occurrence and \$3 million aggregate; automobile liability for owned, non-owned and hired vehicles with a combined single limit not less than \$1 million per occurrence; Employers Liability with a minimum limit of \$500,000; and Workers' Compensation to statutory limits as required by the State of New Hampshire. Successful Bidder agrees to have the Wakefield School District added as an additional insured with respect to comprehensive general liability insurance and provide the School District with 30 days prior written notice of any material changes in the above insurance. The Successful Bidder shall provide the School District with a certificate of the above insurance coverage and amounts upon execution of this agreement.
3. Successful Bidder shall indemnify the School District, its school board members, officers, employees, agents and students from and against any costs, losses, damages, liabilities, expenses, demands and judgments, including court costs and attorney fees, which may arise out of Bidder's performance of services, except to the extent caused by the sole fault or negligence of the School District.
4. The School District may at any time terminate the services and/or Contract with the successful Bidder at the School District's convenience and without cause. In case of termination for the School District's convenience, the successful Bidder shall be entitled to receive payment from the School District limited to actual documented expenses as of the date of termination as its sole remedy. In no event will the School District be responsible for lost profits, compensatory or other consequential damages.

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101 WAKEFIELD
SCHOOL DISTRICT**

III. FORM OF PROPOSAL

All responses to this RFP shall consist of the signature page as a cover sheet, Attachment “A, B, and C”, and the responses to the following information, which must be numbered exactly as listed. The following requirements constitute the minimum for all bids. Failure to do so may render your proposal incomplete and subject to disqualification.

1. Provide general information about your company including financial statements or annual reports. Brief description of company structure, ownership, and parent company information.
2. Provide an explanation and list of your company’s services.
3. How long has your company been in business?
4. Provide a list of similar projects from your company. (This list can be returned upon request.)
5. Submit a minimum of three (3) references of projects of similar size; which is preferred or larger. Please include the contact name, organization, address, phone/fax numbers, and the date of the project.
6. Use the attached spreadsheet and/or list and/or diagrams, called Attachment “A, B, and C” to document the total price to provide the services. All proposals pricing should include all time, materials, labor, shipping, etc. Any fees/charges not identified at this point will NOT be allowed for the term of the contract period. Prices will be firm for six (6) months.

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101 WAKEFIELD
SCHOOL DISTRICT**

**Wakefield School District
SAU101
76 Taylor Way
Sanbornville, NH 03872**

PROJECT NAME: Contract Winter and Summer Grounds Maintenance

DUE DATE: May 1st, 2024

**Contact: Brad Davis
Phone: (603) 832-3892**

ISSUED: MARCH 1, 2024

ALL PAGES OF THIS DOCUMENT MUST BE RETURNED TO ENSURE A VALID BID. BIDS SUBMITTED WITHOUT ALL PAGES CAN BE RENDERED INVALID. SEND ALL CORRESPONDENCE, AND REFERENCE PROJECT NAME, TO THE ADDRESS SHOWN ABOVE ON THE LEFT. WAKEFIELD SCHOOL DISTRICT STANDARD TERMS AND CONDITIONS SHALL APPLY.

**Contract for Winter, Summer Grounds and Roof Maintenance
Wakefield School District**

Please complete the following:

Terms Net 30 **E.I.N.** _____ **D & B No.** _____

Company Name _____

Signature _____

Printed Name _____ **Title** _____

Phone # _____ **Fax #** _____

Bid Items: Cost to accomplish the Work as described within the specification.

Maximum price \$ _____

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101 WAKEFIELD
SCHOOL DISTRICT**

F.O.B. POINT: PRICES QUOTED SHALL BE FOB WAKEFIELD SCHOOL DISTRICT UNLESS OTHERWISE SPECIFIED.

COMPLIANCE: VENDOR MUST COMPLY WITH PROVISIONS OF STATE AND FEDERAL OSHA LAWS, STANDARDS, AND REGULATIONS.

ACCEPTANCE: PLEASE ITEMIZE ALL PRICES, DISCOUNTS AND CHARGES. WE RESERVE THE RIGHT TO ACCEPT ALL OR PART, OR DECLINE THE WHOLE. THERE IS NO OBLIGATION TO BUY.

TAXES: NONE

SPECIFICATIONS: ATTACH COMPLETE SPECIFICATIONS FOR ANY SUBSTITUTION OFFERED.

**ATTACHMENT A
WAKEFIELD SCHOOL DISTRICT**

- A. Bid should contain price for plowing, residual removal, sanding of sidewalk only and snow removal to be done as directed. In the event of re-icing, additional sanding may be requested when needed for school days and when functions are being held.
- B. Plow and or snow-blow all areas indicated on mandatory walkthrough of the Paul School facility. Reference diagram attachment "C" do not throw snow into roads plowed by others unless the bidder is clearing and treating the road after doing so.
- C. The areas indicated on a mandatory walk through of the school facilities must be opened by 6:45 A.M. and kept open during weekend and vacation periods (open includes plowing, sanding and ice melt application).
- D. The winning bidder will be responsible for staking areas to be plowed.
- E. Re-plowing must be done after an additional 2" of new snow.
- F. Plowing of all paved areas is to be within 1/4" of surface.
- G. In the event of an ice storm, sanding/salting of all sidewalks must be done with additional sanding as needed. The concrete areas: drop of area, front of school, walkways at north and south ends of building are to be treated with an ice melt product specific to concrete.

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101 WAKEFIELD
SCHOOL DISTRICT**

- H. Bidder must only rely upon his estimates/calculations.
- I. Bidder will be responsible for repair of any damage done to Paul School property. Prior to final payment, all damage must be repaired to the satisfaction of the Facilities Manager
- J. The contractor shall not send any employee or agent who is a registered sex offender to any school, SAU building or school/SAU property. Quarterly, the contractor shall check the registry to determine if the employee is registered.
- K. All fire hydrants must be plowed out and made accessible.
- L. Plowing and shoveling to all sheds, 4 in total, large one by parking lot, two at the athletic field, and modular need to remain open.
- M. Gates at entrance and exit on Taylor Way need to remain clear of snow to function properly, opening and closing on a daily basis.
- N. Propane tank covers must be cleared off while shoveling pathways to the propane tanks.
- O. Contract price for clearing all sidewalks, all exits and entryways, and propane tanks will be paid for in **4 (four)** payments in the first pay period of the months of January, February, March and April.

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101 WAKEFIELD
SCHOOL DISTRICT**

**ATTACHMENT “B”
WAKEFIELD SCHOOL DISTRICT
PROPERTY MAINTENANCE SCHEDULE**

I. Athletic Fields and Grounds (60 Taylor Way)

The athletic fields should be made to look well-groomed and maintained at all times. The fields shall be maintained from the middle of April through the last week of October. Maintenance duties shall include the following procedures to be performed on the designated schedule.

1) Weekly

- a. Mow the athletic fields (including outside the fence) and around the playground area.
- b. Drag infields if requested by the Facilities Manager
- c. Rake playground mulch at wear areas by request of Facilities Manager

2) Monthly

- a. Mulch and Trim edges of the athletic fields (including around the playground area walkway near street, and hillside.
- b. Supply a maintenance report detailing work performed if requested by the Facilities Manager

3) Seasonally

- a. Plug aeration (or equivalent) and dethatch athletic fields and around the playground area (spring and fall).
- b. Fertilize, kill weeds & seed as needed with the material to be supplied by contractor (spring and fall). Proper notification should be given when fertilization or weed killing is performed.
- c. York rake (or equivalent) infields, by request of the Facilities Manager
- d. Remove storm, fall and winter debris.

4) Annually

- a. Fill holes and seed worn spots by May 15th.
- b. Brush hog mowing steep banking outside fences (Fall).
- c. Freshen playground include spreading and delivery.

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101 WAKEFIELD
SCHOOL DISTRICT**

**ATTACHMENT "B"
CONTINUED**

II. Building and Parking Lot (60 & 76 Taylor Way)

Areas around the building and parking lots should be made to look well-groomed and be maintained at all times. They shall be maintained from the middle of April through the last week of October. Maintenance duties shall include the following procedures on the designated schedule.

1. Weekly
 - a. Mow around the building and parking areas.
2. Monthly
 - a. Trim edges around the building, sidewalks, sheds, fuel tanks, parking areas and hillsides.
 - b. Supply maintenance report detailing work performed if requested by the Facilities Manager
3. Seasonally
 - a. Dethatch around the building (spring and fall)
 - b. Remove storm, fall and winter debris.
 - c. Trim bushes and shrubs (spring and fall).
 - d. Fertilize, weed kill & seed as needed with material to be supplied by contractor (spring and fall). Proper notification should be given to the school district when fertilization or weed killing is performed.
4. Annually
 - a. Fill holes and seed worn spots by May 15th.
 - b. Spring trimming/pruning of bushes and shrubs is to include any ornamental trees in the landscape. Trees and shrubs around the building and parking areas will be mulched around.
 - c. Sweep Taylor Way, sidewalks and parking area in early May.

Contract price for lawn care and landscaping will be paid in 6 (six) payments in the first pay period of the months of May, June, July, August, September, and October.

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101 WAKEFIELD
SCHOOL DISTRICT**

ATTACHMENT “C”

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11

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101 WAKEFIELD
SCHOOL DISTRICT**

Attachment "C"

STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #101 WAKEFIELD
SCHOOL DISTRICT

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